



15th January 2021

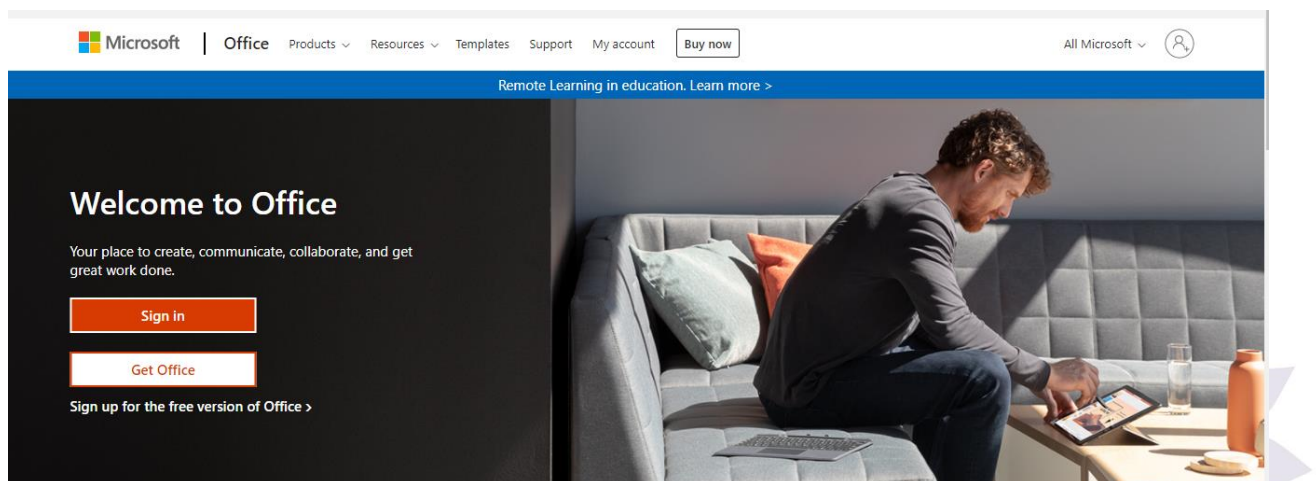
Dear Parents and Carers,

We are excited to share with you the news that from Monday 18th January we will be introducing Microsoft Teams as a platform to support our remote learning offer. As you know, we have been using SeeSaw as a means of communication with the children at home and it has been wonderful to see all the work that has been completed and uploaded. However, to develop further and provide more opportunity for discussion, feedback and live interaction, we will be using Microsoft Teams and in time, we envisage Teams replacing SeeSaw completely and working in tandem with our school website to provide the best possible remote learning experience for the children.

Instructions:

Teams can be accessed through any PC, laptop, tablet or phone.

Go to www.office.com and log in with your child's school email address and password:



Westdale Junior School | Westdale Lane, Mapperley, Nottingham, NG3 6ET
Telephone: 0115 953 4707 | Email: office@westdalejuniors.co.uk | Website: www.westdalejuniors.co.uk
Executive Head Teacher: Mrs V Hayles BEd (Hons), NPQH | Head of School: Mr R Slater BA (Hons), PGCE, NPQH

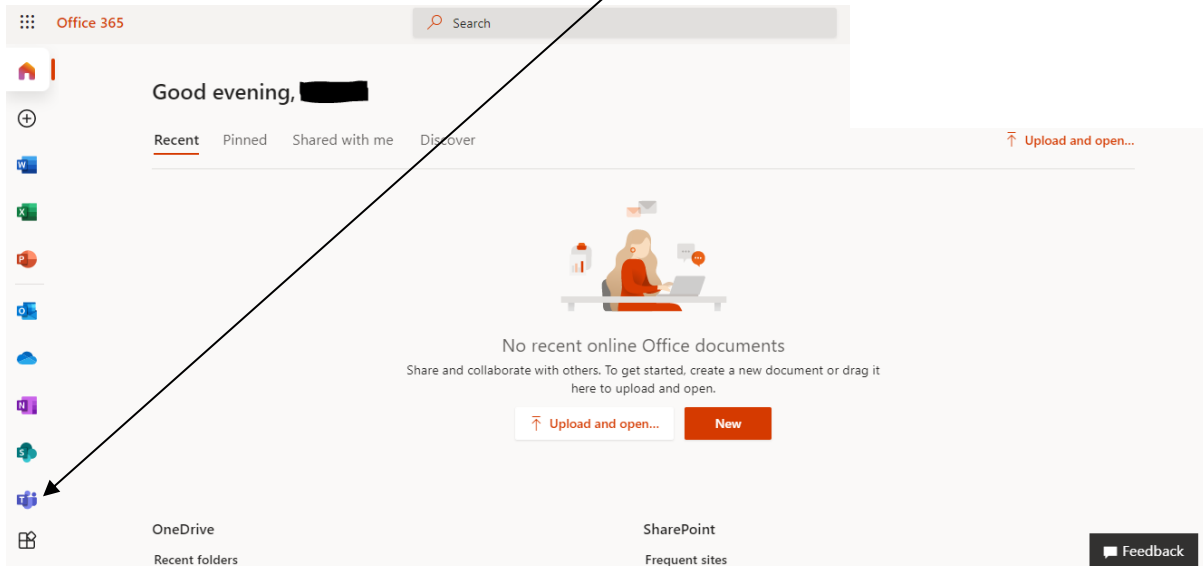
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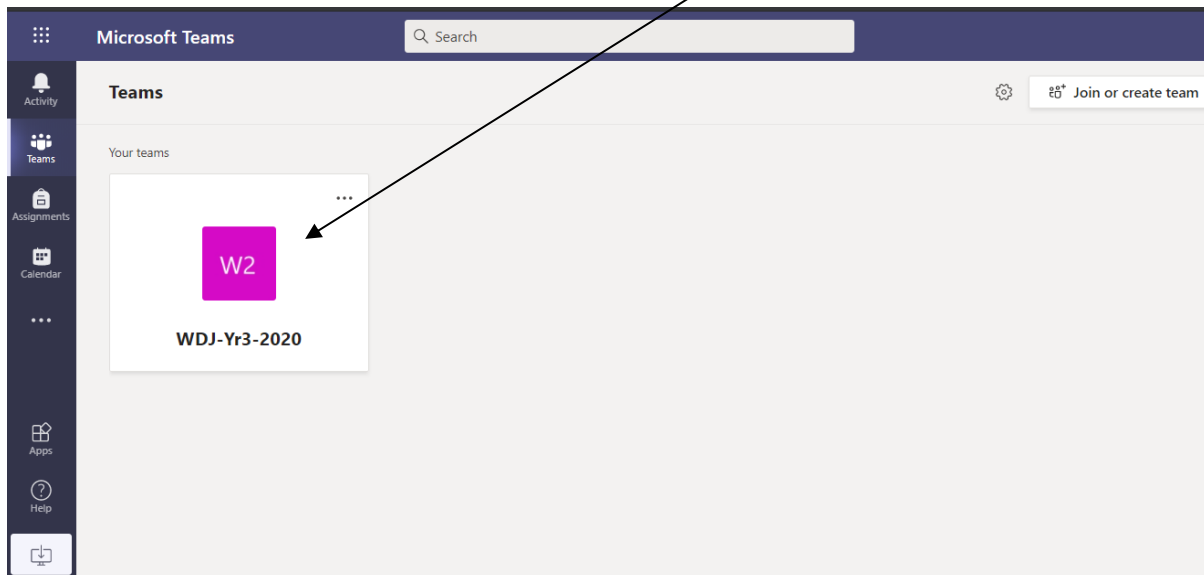
Your child's email address is made up from the child's first name and surname initial i.e. if a child's name was John Smith then the email address would be JohnS@westdalejuniors.co.uk

Your Child's username and password will be emailed to you separately.

Select the Teams logo from the Office homepage:



You will now arrive at your child's Team dashboard. The centre of your screen will contain white tiles with the Team that your child is in (the example below shows a year 3 group). All Teams, regardless of year group, are called W2. The specific year group is displayed underneath, as can be seen in the screenshot below.



Initially, we will be using Teams to meet together, live, as individual year groups, at the beginning and end of every school day. All children will receive an invite through their school email address for each meeting. The morning meeting will be used to inform the children about the timetable and expectations for the day. The afternoon session will be used to reflect on the day's learning. There will be rules that need to be followed to ensure safety and these will be outlined by the teachers in the initial meetings.

These rules will include:

- All staff will wear appropriate, professional clothing
- Pupils must be wearing appropriate clothing (not pyjamas for example)
- Anyone else in the pupil's household must be wearing appropriate clothing
- Backgrounds on staff computers will be blurred
- Pupils must be in an appropriate room for the meetings (not their bedroom)
- Language, at all times, must be professional and appropriate
- Expectations around pupil behaviour will be consistent with the physical classroom
- Cameras and mics should initially, at the start of every meeting, be switched off/muted

Timings for the meetings will be as follows:

Year group	Morning Teams meeting	Afternoon Teams meeting
Y3	8:40 – 8:50am	2:25 – 2:45pm
Y4	8:40 – 8:50am	2:25 – 2:45pm
Y5	8:55 – 9:05am	2:50 – 3:10pm
Y6	8:55 – 9:05am	2:50 – 3:10pm

We are very aware that many of you have more than one child in school and, having looked at the sibling groups across school, we have staggered the times for the year groups as indicated. If you do have any concerns around access to the live Teams sessions because of sibling groups, please do get in touch with us at school via the email address office@westdalejuniors.co.uk and we will do what we can to help.

In the near future, as our use of Teams develops, you will be able to click on the "Files" section of your child's Team general page to see work or activities that teachers have uploaded. The work set may be a combination of things like written tasks, videos, quizzes and PowerPoints to watch. We will of course keep you informed of future developments.

We all look forward to welcoming your child to their first Teams live session on Monday morning at the times specified above. As with anything new, we imagine there will probably be some teething problems with the first sessions but together we will find solutions and continue to improve the experience for the children.

Many thanks for your continued support. If you do have any feedback, worries or concerns, please do not hesitate to get in touch with us at school.

Best wishes to you all for a healthy and relaxing weekend,

Rob Slater
Head of School